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4 December 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. All the Qualification Questionnaires distributed within OTR have been completed and returned to the Personnel Officer, OTR, with the exception of five. The persons concerned have been instructed to complete and return the Questionnaires as soon as possible.

b. The reconstruction program in Wing C and D of Alcott Hall has been completed.

c. Contracts of employment for [redacted] [redacted] have been drawn up. Contractual arrangements have been concurred in by Chief, Security Division. These contracts have been forwarded [redacted] today.

[redacted]
Administrative Officer, OTR

25 YEAR RE-REVIEW

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